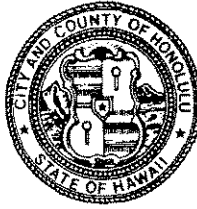


DEPARTMENT OF ENVIRONMENTAL SERVICES  
**CITY AND COUNTY OF HONOLULU**

1000 ULUOHIA STREET, SUITE 308, KAPOLEI, HAWAII 96707  
TELEPHONE: (808) 768-3486 • FAX: (808) 768-3487 • WEBSITE: <http://www.envhonolulu.org>

MUFI HANNEMANN  
MAYOR



July 7, 2008

ERIC S. TAKAMURA, Ph.D., P.E.  
DIRECTOR

KENNETH A. SHIMIZU  
DEPUTY DIRECTOR

ROSS S. TANIMOTO, P.E.  
DEPUTY DIRECTOR

IN REPLY REFER TO:

PER 08-177

RECEIVED

JUL 7 1 30 PM '08

CITY CLERK  
HONOLULU, HAWAII

The Honorable Barbara Marshall, Chair  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

Dear Chair Marshall and Councilmembers:

Section 2-17.2(a) of the Revised Ordinances of Honolulu relating to the execution of the Executive Operating Budget authorizes the Mayor to establish, fill and allot funds for additional temporary positions that are not included in the Executive Operating Budget Ordinance, upon prior notification to the City Council. In accordance with the provisions of this ordinance, notification is hereby submitted for one (1) Senior Clerk Typist contract for the Department of Environmental Services, Refuse Division. Additional required information on this position is as follows:

1. Type of Temporary Position Required:

One (1) Senior Clerk Typist for a maximum of 12 months as allowed under Section 6-1103 (g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

July 1, 2008 – June 30, 2009

Possible extension/renewal as required and allowable under City Charter.

3. Cost of the Temporary Position:

\$27,760

The Honorable Barbara Marshall, Chair  
and Members  
Page 2

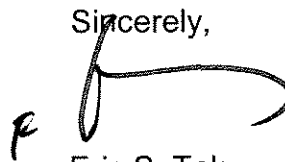
4. Source of Budgetary Savings, Which Will Accrue to Finance the Temporary Position:

Funding to come from salary savings.

5. Unforeseen or Emergency Circumstances Justifying the Need for the Temporary Position:

The contract position is needed to provide part-time clerical assistance to the Refuse Collection Administrator while the department reorganizes to add a permanent assistant for the Administrator.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric S. Takamura', with a stylized flourish at the end.

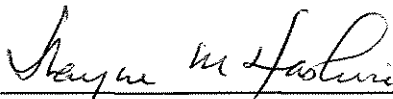
Eric S. Takamura, Ph.D., P.E.  
Director

FORWARDED:

A handwritten signature in black ink, appearing to read 'Mary Patricia Waterhouse', with a stylized flourish at the end.

Mary Patricia Waterhouse, Director  
Department of Budget and Fiscal Services

APPROVED:

A handwritten signature in black ink, appearing to read 'Wayne M. Hashiro', with a stylized flourish at the end.

Wayne M. Hashiro, P.E.  
Managing Director

cc: Mayor Mufi Hannemann